



HUMAN RESOURCES
& DEVELOPMENT
TULARE COUNTY

Administrative Aide

Class Code:
000300

Bargaining Unit: Supervisory and Staff
Management

COUNTY OF TULARE
Revision Date: Dec 1, 1993

SALARY RANGE

\$15.84 - \$19.30 Hourly
\$1,266.81 - \$1,543.85 Biweekly
\$2,744.75 - \$3,345.00 Monthly
\$32,937.00 - \$40,140.00 Annually

DEFINITION:

To assist in any of several areas of administration; and to independently perform routine studies.

DISTINGUISHING CHARACTERISTICS

The Administrative Aide classification differs from the Analyst level positions in the lower level of complexity and difficulty of the duties performed. Initially the incumbent works under close supervision in daily, routine administrative tasks. Progression to more difficult assignments is expected with experience in the position. Administrative Aide positions are allocated to the Resource Management Agency, Probation, and Health and Human Services Departments.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a journey level analyst or higher level department staff.

TYPICAL DUTIES:

DUTIES may include, but are not necessarily limited to:

Collect and compile data and prepare written analysis of findings; conduct research, analyze information, and formulate recommendations in a variety of report formats; collect orders and compile listings; develop forms and tracking mechanisms; develop and implement various record keeping systems; maintain data files; prepare memos, letters, and narrative and statistical reports; may assist in processing administrative reports; write, maintain and distribute reports; prepare meeting agendas and take minutes; read, interpret, and apply legislations, rules, and regulations as they pertain to agency and departmental practice; assist in developing and monitoring departmental and agency documents; monitor programs and contracts for compliance and modification; interpret policies, procedures, and State and Federal regulations; assist in maintaining and processing personnel transactions and records; maintain department and agency position control; assist and work closely with personnel services officers in benefit and compensation matters, and the coordination of the new hire process; interpret County human resources regulations; assist in projecting training budget and needs; may work with and indirectly supervise staff, volunteers, and inmate workers; place purchase orders with vendors; give presentations before staff and groups; serve on a variety of committees; prepare pay estimates, review accounts, analyze invoices, and assist in preparing and monitoring budgets; build, operate and maintain automated systems and information.

EMPLOYMENT STANDARDS:

NECESSARY EMPLOYMENT STANDARDS

Knowledge of: Basic math.

Personal computers, automated systems and equipment, and software programs including word processing, spreadsheet and database applications

Skill/Ability to: Read, interpret and apply legislation, rules, regulations, technical information and other complex documents; conduct research, collect, organize and analyze information, draw valid conclusions and formulate recommendations; plan, prepare and effectively present material to groups; write clear, concise reports, letters, questionnaires and grants; develop and maintain effective recordkeeping systems; communicate effectively with people of various educational and socioeconomic backgrounds; proofread written material; organize work and set priorities to meet established deadlines; remain flexible and tolerant to changes in workload and assignments; use patience, tact, and courtesy when dealing with others.

EDUCATION AND EXPERIENCE

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to completion of two years of college with major coursework in public or business administration or

closely related field.

Experience: One year of experience providing responsible administrative support.

DESIRABLE EMPLOYMENT STANDARDS:

Knowledge of: Statistical methods; training techniques sufficient to assist in developing and conducting training programs; community resources available to assist in program planning.

Skill/Ability to: Coordinate various meetings and special events; monitor the implementation of new policies and procedures; monitor contract compliance; develop improved reporting systems.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.